

**State of Alabama
Department of Child Abuse and
Neglect Prevention
The Children's Trust Fund**



**FATHERHOOD and HEALTHY
RELATIONSHIP PROGRAMS**

**Request for Proposal/
Grant Application
2010 – 2011**

- Grant applications must be received in the DCAP office by 5:00 p.m. CST on Thursday, May 13, 2010. An original and five (5) copies (one CD attached) of the application must be submitted.
- ***LATE APPLICATIONS WILL NOT BE CONSIDERED!!***

Overview of the Fatherhood Programs

This application packet contains guidelines for submitting an application to CTF for a performance-based contract to provide opportunities to families with a non-custodial father. Activities (training, workshops, conferences, counseling, etc.) should encourage and facilitate active parenting by non-custodial fathers. **The goal is to increase the father's involvement in their children's lives and increase child support payments/collection.** Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided to CTF through a partnership with the Alabama Department of Human Resources (DHR). (RFP page 7)

Overview of the Healthy Relationship Programs

Programs should facilitate learning of core relational skills (see recommended research-based curricula p.17). Selected grantees will utilize a pre- and post-program evaluation questionnaire to demonstrate impact on participants' knowledge, skills, and relationship quality. Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided to DCAP through a partnership with the Alabama Department of Human Resources (DHR).

- *The TANF funds available for these initiatives will address the following TANF goals:*
- *To end the dependence of needy parents on government benefits by promoting job preparation, work and relationship.*
- *To encourage the formation and maintenance of two-parent families.*

The contracts will fund the costs associated with operating Fatherhood/Healthy Relationship Programs by providing a reimbursement each month of approved expenditures. Funding for these initiatives is provided by Federal funds under the Temporary Assistance for Needy Families (TANF) through a DCAP-DHR partnership. (RFP Page 7)

Grant Application Ceiling

NO ORGANIZATION MAY APPLY FOR MORE THAN A TOTAL OF \$75,000 IN COMPETITIVE TANF FUNDS (FATHERHOOD/HEALTHY RELATIONSHIP) FOR PROGRAM YEAR 2010-2011. AN ORGANIZATION MAY APPLY FOR BOTH A FATHERHOOD AND HEALTHY RELATIONSHIP GRANT. THOSE ORGANIZATIONS RECEIVING HEALTHY RELATIONSHIP INITIATIVE FUNDS THROUGH AUBURN UNIVERSITY ARE NOT ELIGIBLE TO APPLY FOR A HEALTHY RELATIONSHIP GRANT THROUGH DCAP.

Program Start Up

All programs must begin within thirty (30) calendar days after the execution of a contract unless a later starting date is approved in writing by CTF. ***Failure to begin the program within these requirements will result in evaluation for possible termination of funding (RFP Page 10).***

Responsibilities of the Grantee

Complete responsibilities of the grantee will be outlined in the contractual agreement. These responsibilities include, but are not limited to (RFP Page 11 -12):

Responsibilities of the Grantee

(continued)

- Acknowledge DCAP/DHR as a source of funding in **all** printed or video materials related to the DCAP/DHR funded program.
- Participate in the University of Alabama evaluation process.
- Provide technical assistance to other communities in replicating the program model as requested.

Responsibilities of the Grantee

(continued)

Each program is required to notify their respective members of the Legislature in their District of all grant awards, car tag and income tax promotions and special events. Invite your State Senator and Representative to visit your program and be recognized for his/her support of DCAP funding for your prevention program. Mail, fax or submit electronically a copy of the letter of invitation and press release to the assigned DCAP Field Director. If the Legislator(s) accepts, DCAP will make every effort to have a Board and/or Staff member join you to recognize the Legislator(s), and make photographs for the Media. DCAP will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2010-2011 grants. ***All TANF funded programs must recognize DHR as the primary funding source for the Fatherhood and Healthy Relationship Programs.***

Responsibilities of the Grantee

(continued)

- Grantee must notify the DCAP Director of special incidents and reports of suspected child abuse or neglect within 24 hours of event.
- Establish a point of contact with the local Department of Human Resources.
- Develop a plan for local child support staff to provide appropriate education on child support policy and procedures (*Fatherhood Grantees*).

Responsibilities of the Grantee

(continued)

- Conduct Quarterly Fatherhood/Healthy Relationship meetings with county DHR officials.
- Must develop a working relationship with the local Child Support Court (to include mandated referrals) (*Fatherhood Grantees*).
- Must serve DHR and Court referred clients as a priority.

Responsibilities of the Grantee

(continued)

- Establish a point of contact with local Domestic Violence assistance program and develop a written domestic violence protocol.
- Connect with the Alabama Community Healthy Relationship Initiative. Listserv sign-up is at www.alabamarelationship.org (*Healthy Relationship Grantees*).

Responsibilities of the Grantee

(continued)

- Must conduct background checks in accordance with DCAP Board Policy (expenses necessary to conduct background checks must be included in budget regardless of amount requested).
- Encourage low-income families to participate in the Earned Income Tax Credit (EITC).

Responsibilities of the Grantee

(continued)

- Fatherhood program components must include, but are not limited to:
 - ° Job Readiness
 - ° Job Referral
 - ° Physical Rehabilitation Referral
 - ° Education (GED) & Short-Term Job Training
 - ° Group Meetings (at least monthly – research based curriculum)
 - ° Domestic Violence Education and Referral
 - ° Child Support Education
 - ° Develop a working relationship with local Workforce Development provider/program.
 - ° Individual Case Management
 - ° Job Development
 - ° Substance Abuse Referral

Program Eligibility and Requirements (RFP Pages 12 -13)

- A current letter of collaboration from the local Child Support Court Judge assuring mandated referrals to the TANF funded Fatherhood Program.
- A current letter of collaboration from the local county Department of Human Resources and the local Domestic Violence Shelter. Letters of support/collaboration from other community resources may also be appropriate (in addition to the DHR and DVS letters).

Program Eligibility and Requirements (Continued)

- Non-profit organizations must include documentation of 501(c)(3) status in the grant application in order to receive funding. **Any Grant Application without 501(c)(3) status documentation by May 13, 2010 will not be funded.** (*applicant must provide documentation to DCAP by May 13, 2010 no later than 5:00 p.m.*)

Program Eligibility and Requirements (Continued)

- Excel spreadsheet depicting the following information (spreadsheet will be provided):
 - 1) Total # served in TANF program (year-to-date)
 - 2) Child Support Collection (monthly)
 - 3) Program Participants currently employed
 - 4) Program Participants currently enrolled in, or who have completed, a GED program (year-to-date)
 - 5) Program Participants currently enrolled in, or who have completed, short-term skills training or any other educational program.,
 - 6) Participants who become unemployed.

Program Eligibility and Requirements (Continued)

- Grantees must not supplant funds.
- Applicants must provide a copy of 2008 or 2009 Independent Audit
- Report (letter of opinion or disclaimer of opinion) on the financial statements and a copy of 2008 or 2009 IRS Form 990. Financial Reporting Policy
 - Less than \$50,000: Internally prepared financial statements; compilation, review, or audit reports optional.
 - \$50,000 to less than 100,000: Compilation, review, or audit reports.
 - \$100,000 to less than \$300,000: Review or audit reports.
 - \$300,000 and over: Audit reports

Ineligible Program Expenses

Legal expenses/fees.

(RFP Page 14)

Budget/Financial Definitions

(RFP Pages 15 and 30 - 31)

- “Matching” Funds: page 15
- Budget consists of two main categories: Personnel Expenses and Operating Expenses. Total at bottom of page.
- **Match is 25% (cash and/or in-kind)**
- Refer to definitions of CTF Budget line items on last two pages of the Grant Application.

2010-2010 Program Objectives and Target Data – University of Alabama

**Parent Education and Support
(RFP Pages 18-20)**

GRANT APPLICATION
PROGRAM NARRATIVE
and APPENDICES

(Differences)

COVER PAGE

■ Fatherhood Program Name: _____
Amount Requested (not to exceed \$75,000): \$_____

■ Healthy Relationship Program Name: _____
Amount Requested (not to exceed \$30,000): \$_____

*** *An organization may apply in both categories but it must be for different programs. The total request must not be more than \$75,000. A separate application and cover page is required for each program.***

A. Purpose of Program/Location: Describe what the program intends to achieve, and how this program plans to prevent child abuse and neglect. Provide an operational plan that includes specific activities for attaining selected program objectives. (For program objectives relevant to program types, choose from pages 21-24 of the RFP.)

Name the program location and describe the participants' accessibility to the site. List days of the week and time the program is conducted. (*Example: Mondays and Wednesdays, 3 p.m. – 5 p.m., Anytown Community Center, 123 Main Street, Anytown, Alabama*)

Appendix A: UA Program Objectives (RFP Pages 18 – 19)

E. Collaboration with Other Agencies and Individuals: Describe the program's methods of collaboration and coordination with other community-based public and private agencies to provide comprehensive services. Demonstrate that the program is not duplicative and coordinates with existing programs in your community.

Appendix E: Three current letters of **collaboration** (DHR, Child Support Court Judge and Domestic Violence Shelter).

Appendices labeled, tabbed and in order:

- Appendix A: Target Data Form/UA Objectives Information
- Appendix B: Organizational Chart
- Appendix C: Resume(s)/Job Description(s)
- Appendix D: Current Board of Directors list with contact information and professional affiliation.

- Appendix E: Three (3) Current **Letters of Collaboration**
(Fatherhood: Child Support Judge and DHR) (Marriage:
Auburn University ACHMI and DHR)
(Domestic Violence Center/Shelter – All Programs)
- Appendix F: Curriculum
- Appendix G: Volunteer Training Outline
- Appendix H: 501 (c) 3 Status Documentation/Letter
- Appendix I: 2007 or 2008 Independent Auditor's Report
and IRS Form 990
- Appendix J: Logic Model (RFP Page 29)

Other Important Items:

- **Request For Funding Increase** (*Current Grantees Only*) The Department does not anticipate any substantial increase in Federal or State Funds for Program Year 2010-2011. However, grantees requesting a funding increase must clearly justify why the additional funds are needed.
- Budget, Budget Narrative and Personnel Worksheet
- DCAP Grantee Consent Form
- University of Alabama Objectives Information
- Logic Model

Contact Information

- Paul Smelley, Division Director
334-353-5644
paul.smelley@ctf.alabama.gov
- Mike Roberts, Field Director
334-353-0744
mike.roberts@ctf.alabama.gov
- Keshay Edwards, Program Assistant
334-353-9234
keshay.edwards@ctf.alabama.gov